

REQUEST FOR PROPOSAL

JANITORIAL SUPPLIES

RFP #11-13

Notice is hereby given that Connecticut Transit (**CTTRANSIT**) is requesting Proposals from outside organizations to provide Janitorial Supplies for our Hartford, New Haven and Stamford Divisions. The H.N.S. Management Company, Inc. (d/b/a **CTTRANSIT**) is a Subsidiary Corporation of First Transit Group, Inc. established as the legal entity to perform a service contract with the State of Connecticut.

Services shall be based on all provisions, conditions, instructions and specifications as outlined in the Proposal. Forms, instructions and specifications are available from the Purchasing Department of **CTTRANSIT**; by emailing Proposers complete company information (company name, address, telephone number, fax number, contact person and email address) to bsheridan@cttransit.com or by calling Bonnie Sheridan, Purchasing & Contracts Officer (PCO), (860) 707-1276. Proposal clarifications, questions and/or Proposal suggestions will be received until **10:00 am Friday, November 16, 2012** and Proposals are due on or before **2:00 pm Thursday, December 6, 2012**. Sealed Proposals should be clearly marked "**RFP #11-13**" "**JANITORIAL SUPPLIES**" in capital letters and sent to the attention of Bonnie Sheridan, Purchasing & Contracts Officer at PO Box 66, Hartford, CT 06141-0066 or 100 Leibert Road, Hartford, CT 06120 for hand delivery. Any Proposal received thereafter shall not be considered and will be returned to the Proposer. It is the responsibility of the Proposer to assure that its Proposal arrives at the designated location and person by the specified time stated above.

Issuance of the Request for Proposal does not commit **CTTRANSIT** to award any contract. **CTTRANSIT** reserves the right to waive any irregularities and formalities, to reject any and all Proposals submitted, to re-advertise and to make contracts in the best interest of **CTTRANSIT** and/or the Department of Transportation of the State of Connecticut.

Bonnie Sheridan
Purchasing & Contracts Officer

An Affirmative Action—Equal Opportunity Employer